

Milton Selectboard Meeting Minutes

April 3, 2017 6:00 PM

Municipal Building Community Room
43 Bombardier Rd. Milton, VT 05468

Selectboard Members Present: Darren Adams, Chair; Kenneth Nolan, Co-Chair, John Palasik Clerk; John Cushing, Member; Chris Taylor, Member

Staff Members Present: Don Turner, Acting Town Manager; Sarah Macy, Director of Finance and Administration; Mary Thompson, Administrative Assistant Town Manager; Ben Nappi and Kym Duchesneau, Recreation Department; Sgt. Paul Locke, Milton Police Department

Others Present: Michael Joseph, Rich Desouza, Jessica Groeling, Dan Albrecht, Chittenden County Regional Planning Commission; Courtney Lamdin, Milton Independent

I. Call to Order – Darren Adams called the meeting to order at 6:00 PM

II. Flag Salute – Darren Adams led the attendees in a Salute to the Flag

III. Agenda Review – Liquor board minutes of 2/22 removed

IV. Public Forum

Kristen Washburn addressed the selectboard with questions concerning plans that the town was going to sell the current PW town garage building located by the dam in the near future. Selectboard Chair Darren Adams assured her there was no plan to pursue such an action within the next year or two, though the PW department would need a new public works facility in the future.

V. Appointments

Economic Development Commission

After reflection and brief conversation with Michael Joseph and Ricardo Desouza, Cushing moved to appoint Michael Joseph and Ricardo Desouza to the Economic Development Commission, second by Nolan. Approved unanimously. Town Manger’s office will follow up with letters of appointment.

VI. New Business and Department Items

- A. MCYC request for resolution supporting MCYC Healthy Communities. Acting Town Manager Turner presented on behalf of Tony Moulton, Director of Milton Community Youth Coalition (MCYC) history of grant process and request for adoption of associated Resolution. Moulton has asked the selectboard to finalize the grant process with a Resolution or “Good Faith Statement” essentially stating the Town of Milton values a community free of substance abuse; to be a combustible and non-combustible free, value based resolution. Prior to tonight’s selectboard meeting Turner spoke at length with Moulton to adjust terminology of the resolution from “shall” to “may”. This allows the Town to maintain ultimate authority down the road. Turner stated this resolution is

45 not making any significant ordinance or policy change. This resolution is in keeping with
46 the Town's current policy on substance free environment as a public health and safety
47 benefit. If the Town desires to post additional signage, this MCYC grant has money
48 designated for that purpose. Turner asked that action be taken tonight to bring this
49 process, which has spanned over 18 months, to fruition. Palasik thanked Turner for
50 making the changes to the terminology in respect to the interest of the Town. Nolan
51 moved to approve of the resolution as presented, Palasik second. Approved
52 unanimously.

53
54 **B. Entertainment License Approvals**

55 Little League Opening Day (May 7) Color Run (May 7) Ultimate VT State High School
56 Championships (June 3)

57 Nappi from Rec seeking approval for application for facility use and entertainment
58 licenses for all three events.

59 Turner informed the board that there has been a request to the TM office in conjunction
60 with Little League Opening Day by Jessica Groeling to memorialize a field in the name of
61 Bill Black. Mr. Black is the founder of Milton Little League. Groeling was provided the
62 Town policy and procedure for addressing a Memorial request. The next steps of this
63 process lay with Groeling. Turner wanted the board to be aware this was an upcoming
64 topic for consideration.

65 Palasik moved that the board approve all three requested application licenses as
66 presented letting the Recreation department make the judgment as to how many port-
67 a-lets will be needed. Second by Taylor. Approved Unanimously.

68
69 **C. FY2017 Financial Statement Audit Engagement**

70 Macy presented the audit engagement letter of Sullivan, Powers & Co. for approval for
71 the Town of Milton annual audit of financial statements for the year ending June 30,
72 2017. Cost for the financial statement audit is \$27,000 for year ending June 30, 2017.
73 With an additional single audit required by the federal government because the Town
74 has expended more than \$750,000 in federal grant funds. Macy explained pass-through
75 grant sources of at least \$4,500 would help offset the total cost of \$9,000 for the single
76 audit fee. Turner strongly encouraged moving forward with engaging the services of
77 Sullivan, Powers & Co. for the June 30, 2017 audit with consideration of going out to bid
78 for next year's audit services. Cushing and the board agreed that investigating other
79 audit services would be beneficial for the town to consider going forward. Nolan moved
80 to accept the audit engagement as presented. Palasik second. Approved unanimously.

81
82 **D. Assessor Status Update**

83 Macy informed the board of meeting held with herself, Turner, Ernie Sanders and Ed
84 Clodfelter of NEMRC. Turner asked Clodfelter to provide a written update as to where
85 we stand on all the projects he is working on of the Town right now. Clodfelter did
86 provide the update and it is included in today's board packet. Was discussion on overall
87 timelines and what is required by statute. Macy acknowledged that new Assistant

88 Assessor has been hired, starting date of April 10, 2017. Turner stated the Grand List
89 was the priority of the board. Cushing reiterates that the Grand List filing is Vermont
90 State law. Macy and Turner confirmed the meeting outlined a feasible plan to
91 accomplish the update of the Grand List on time for state deadline. Adams questioned
92 at what meeting \$5,000 for services with Ed Clodfelter was approved, Macy confirmed
93 that discussion was had at the January 19, 2017 budget meeting but no official motion
94 was found. Turner told board that he reaffirmed to Sanders and Clodfelter, the Grand
95 List was of top priority to the Selectboard. Palasik thanked Turner for being firm in
96 addressing this issue. Turner informed the board that there would be weekly reports
97 from Clodfelter to communicate with the Selectboard.
98

99 **E. Dispatch Update**

100 Adams gave update of meeting with review of first draft of Dispatch Agreement. Found
101 concerning the setup of the Executive Board and terminology. Concerns prompted draft
102 revisions for review at next meeting. Adams states there is not enough raw data to
103 outline costs. Suggested timeline for adoption of Dispatch agreement is Town Meeting
104 Day 2018, however Adams feels this is too aggressive a timeline. These will be topics for
105 review at next meeting at the end of April, Adams will update the board at May 1, 2017
106 Selectboard meeting.
107

108 **F. Community Champions Committee Award Plaque Request**

109 Turner presents proposed plaque quote and design for \$855.00 for community
110 volunteer awareness. Question about where to find the funds was had. Macy found
111 room in the contingency fund for purchase. Nolan moved to allocate \$855.00 from the
112 Contingency fund to the plaque as presented, second by Palasik. Approved
113 Unanimously.
114

115 **G. Town – School Collaborations**

116 Conversation around costs of the school utilizing town finance department as school
117 finance administration. What are actual costs and how are they determined?
118 Additionally discussion on collaborative efforts between the Recreation Department and
119 Milton Town School District (MTSD) for recreation programs. Turner reiterated there is
120 benefit to collaborative efforts between the town and MTSD. Will seek a meeting with
121 Superintendent Bradshaw and Business Manager Johnson at the earliest possible
122 opportunity.
123

124 **H. Hazard Mitigation Plan**

125 Dan Albrecht, Senior Planner for the Chittenden County Regional Planning Commission
126 (CCRPC) presented the Town of Milton 2017 All-Hazards Mitigation Plan. Hazard
127 mitigation is a sustained effort to permanently reduce or eliminate long-term risks to
128 people and property from the effects of reasonably predictable hazards. The purpose of
129 this updated local All-Hazards Mitigation Plan is to identify specific natural,
130 technological and societal hazards, prioritize hazards, recommend, and establish a

131 coordinated process to implement the hazard mitigation plan allowing for the
132 advantage of a wide range of resources. Albrecht further presented the Resolution for
133 adoption. Turner acknowledged to the board that there has been an ongoing process of
134 review and communication with Albrecht and his office with the TM, Fire/Rescue, PD
135 Planning and PW departments over the course of this Hazard Mitigation plan process.
136 Palasik moved to except the Town of Milton Resolution adopting the 2017 Chittenden
137 County Multi –Jurisdictional All Hazards Mitigation Plan as presented, with a date
138 change from March 20, 2017 to tonight’s meeting date of April 3, 2017, seconded.
139 Approved Unanimously.

140

141 **VII. Manager Update**

142 Turner recognized Macy’s hard work in keeping things going here in the Town Offices.

143 Moneys due to T. Curran held in Town deferred revenue account for water easements
144 due to be paid on upcoming warrant for \$18,000. Agreement is in land records. We have
145 a drafted understanding for parties involved for review.

146 Many conversations with Bill Sawyer concerning Overlake, conversation ongoing, we will
147 continue dialogue.

148 D. Barlow Casey has been helping bring Turner and Macy up to speed on Saturdays, to
149 keep processes that are already in the works moving. This has been extremely helpful.

150 Southerberry is on the agenda for 4/10/17 Selectboard meeting. There is a formal
151 request; Hemmerick will cover discussion at that time.

152 W/WW has a pending big-ticket item \$350,000 centrifuge will need to be replaced in the
153 future. Ongoing issues, just spent\$7,500 for repairs.

154 Promotion of Corporal Jason Porter. PD would like to appoint a 5th corporal which would
155 bring back the department to full supervisor level. Also helps with span of control and
156 upward movement that is appropriate. The money is in the budget for the addition
157 corporal position. Sgt. Locke stated that if this position was filled they would be at full
158 staff.

159 Conversation with Ben Heath MS4 annual report is due April15, 2017. The board did
160 previously authorize an RFQ for engineering services. \$175,000.00 paving grant we did
161 not apply but are asking for extension. We have four outstanding awarded grants
162 awaiting action. Culvert at Quarry Lane, culvert at Lake Road, Brandy Lane Sidewalk, and
163 Park & Ride.

164 The League is not available to help us in the search for a new TM. Turner wants the most
165 efficient, transparent process possible. If he decides to apply it will be in a public
166 manner, he says it is necessary to get started. Nolan wants the select board to lead the
167 effort, with public input.

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169

St. Albans Humane Society closed down abruptly. Georgia asked if the Town would mind if they reached out to Walter Cross, Milton’s Pound Keeper to help. Turner authorized this for this emergency coverage.

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Town Manger’s office is being covered 8 – 5 daily, the staff has really stepped up to support this effort.

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VIII. Approval of Warrant #21

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Palasik moved to accept Warrant #21 for \$79,373.91, Cushing seconded. Approved Unanimously.

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IX. Approval of Minutes of 2/28, 3/6, 3/8 and 3/20

179

Palasik moved to accept minutes, Taylor seconded. Approved 4-0. Nolan abstained due to absentee on a few meetings.

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182

X. Adjournment

183

Palasik moved to adjourned, motion seconded. Palasik adjourned the meeting at 8:45 PM.

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Respectfully Submitted,

187

188

Date: _____

189

John Palasik, Selectboard Clerk

190

191

Filed with Milton Town Clerk’s Office on this _____ day of _____, _____

192

193

ATTEST: _____ Milton Town Clerk